

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 224  
DECEMBER 18, 2013 – WORK SESSIONS**

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, December 18, 2013, at 9:00 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

**County Commissioners:**    **Jill Johnson, Chair**  
   **Kelly Emerson, Member**  
   **Helen Price Johnson, Member**

**Staff: Pam Dill**

**Staff Present:**    **Bill Oakes, Director, Steve Marx, Doug Cox, Connie Bowers**

**Others Present:**    **Elaine Marlow, Budget Director, Brad Johnson**

Record @ 00:25

**Parks**

**Subject/Description:**    **Trillium Community Forest – Recreation and Conservation Office (RCO) Grant 12-1599A Hazardous Substances Certification**

**Attachment:**    Trillium Community Forest – Recreation and Conservation Office (RCO) Grant 12-1599A Hazardous Substances Certification

**Action Requested:** The results of the Phase 1 Environmental Site Assessment for the Trillium Community Forest property conducted by Stratum Group concluded there are no recognized environmental conditions on the property and no further investigation is warranted.

**Follow Up:** Okay with full Board to bring certification forward to a Monday meeting for Board signature.

**Subject/Description:**    **Utsalady Boat Launch**

**Attachment:**    Memorandum dated 12/18/13

**Action Requested:** Residents are demanding the removal of personal small craft boats left on the beach at the Utsalady boat ramp. Public Works will post notice that the boats are in violation of ICC 9.40.190 and will need to be removed by summer.

**Follow Up:** Okay with full Board.

**Roads**

**Subject/Description:**    **Comprehensive Plan Transportation Element Update Public Meeting Plan**

**Attachment:**    Memorandum dated 12/2/13 from Doug Cox to BOCC

**Information:** Public Works is proposing three sets of public meetings to engage Island County residents in the development of the Transportation Element update.

Preliminary Meeting Plan:

- 1/28/14 – South Whidbey (location to be determined)
- 1/29/14 – Oak Harbor
- 1/30/14 – Camano Island

**Subject/Description:**    **Supplemental Agreement No. 6 E. Camano Drive/Elger Bay Road/Monticello Drive Intersection Improvements Agreement CRP 12-05**

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**Attachment:** Memorandum dated 12/4/13 from Peter Seybert, to BOCC

**Action Requested:** Supplemental Agreement No. 6 E. Camano Drive/Elger Bay Road/Monticello Drive Intersection Improvements Agreement CRP 12-05; Extension of Completion Date to May 1, 2014.

**Follow Up:** Okay with full Board to move forward to a Monday agenda.

**Add-On**

**Subject/Description:** Time Extensions only

**Attachment:** none

**Action Requested:**

- INCA Engineers Inc., dba Tetra Tech ICNA; - Boon Road Improvement Project: Extend Completion Date to 12/31/14
- Otak, Inc., - Survey, Design, Right-of-Way & Engineering; Time Extension to 12/31/14
- Perteet, Inc., - Terry's Corner – Phase 4; Time Extension to 4/30/14

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description:** Call for Bids for Crushed Rock Supplies

**Attachment:** Memorandum dated 12/3/13 from Matt Nienhuis, to BOCC

**Action Requested:** Approval of Specifications and Authorizing Call for Bids for Crushed Rock Supplies for the period of 1/1/14-12/31/16 to be used for road maintenance projects.

**Follow Up:** Okay with full Board to move Resolution forward to a Monday agenda.

**Emergency Management**

**Subject/Description:** FFY-13 U.S. Department of Homeland Security (DHS) Emergency Management Performance Grant (EMPG) E14-167

**Attachment:** Memorandum/grant agreement

**Action Requested:** Approval of FFY-13 U.S. Department of Homeland Security (DHS) Emergency Management Performance Grant (EMPG) E14-167; Terms: June 1, 2013 –August 31, 2014; Amount: \$40,081.00.

**Follow Up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description:** FFY-13 Homeland Security Grant Program (HSGP)/State Homeland Security Program (SHSP) E14-075

**Attachment:** Memorandum/grant agreement

**Action Requested:** Approval of FFY-13 Homeland Security Grant Program (HSGP)/State Homeland Security Program (SHSP) E14-075; Terms: 9/1/13-7/31/15; \$40,655.00.

**Follow Up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description:** FFY-13 Homeland Security Grant Program (HSGP)/State Homeland Security Program (SHSP) E12-186 Amendment A

**Attachment:** Memorandum & Amendment

**Action Requested:** Approval of FFY-13 Homeland Security Grant Program (HSGP)/State Homeland Security Program (SHSP) E12-186 Amendment A; Amendment increases the overall contract award by \$3,956.00 and changes the contract expiration date by 30 days from 5/31/14 to 6/30/14.

**Follow Up:** Okay with full Board to move forward to a Monday agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 226  
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## **Human Resources**

Work Session was held between the County Commissioners and Human Resources on Wednesday, December 18, 2013 at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Jill Johnson, Chair                      **Staff:** Pam Dill  
Kelly Emerson, Member - via telephone  
Helen Price Johnson, Member

**Staff Present: Melanie Bacon, Human Resource Director**

**Others Present: Elaine Marlow, Budget Director, Bill Oakes, Carla Waite, Maggie Paczkowski, Janet Hall, Keith Higman, Jackie Henderson, LaRae Brown , Anamaria Nunez**

Record @ 59:56

**Subject/Description:** Job Requisitions

**Attachment:** yes

**Action Requested:**

## Facilities

- Night Custodian, replacement, .5 FTE C-6, Job Requisition 110/13  
*Commissioner Price Johnson moved to approve Job Requisition #110/13. The motion was seconded by Commissioner Emerson and carried unanimously.*

## Public Works

- Laborer 1 – Coupeville, replacement, R-8, Job Requisition 111/13  
*Commissioner Price Johnson moved to approve Job Requisition #111/13. The motion was seconded by Commissioner Emerson and carried unanimously.*
- Administrative Assistant, replacement, C-8, Job Requisition 112/13  
*Commissioner Price Johnson moved to approve Job Requisition #112/13. The motion was seconded by Commissioner Emerson and carried unanimously.*

## District Court

- Deputy Lead Clerk, new position, approved in budget, C-9, Job Requisition 113/13  
*Commissioner Price Johnson moved to approve Job Requisition #113/13. The motion was seconded by Commissioner Emerson and carried unanimously.*

## WSU

- Administrative Assistant, increase hours from .7 to .85, Job Requisition 114/13- Moved to Commissioners agenda.

## Public Health

- Public Health Nurse II/Public Health Coordinator, replacement, C-11, Job Requisition 116/13  
*Commissioner Price Johnson moved to approve Job Requisition #116/13. The motion was seconded by Commissioner Emerson and carried unanimously.*

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**Human Services**

- Substance Abuse Prevention Coordinator, increase hours to FT, Job Requisition 118/13  
*Commissioner Price Johnson moved to approve Job Requisition #118/13. The motion was seconded by Commissioner Johnson and carried unanimously.*
- Housing Resource Coordinator, increase hours to FT Job Requisition 117/13  
*Commissioner Price Johnson moved to approve Job Requisition #117/13. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Auditor**

- Elections/Voter Registration Coordinator, replacement, C-9 Job Requisition 119/13  
*Commissioner Price Johnson moved to approve Job Requisition #119/13. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Treasurer**

- Administrative Assistant, .75 FTE, C-6 Job Requisition 106/13  
*Commissioner Price Johnson moved to approve Job Requisition #106/13. The motion was seconded by Commissioner Emerson and carried with two in favor and one opposed. Commissioner Johnson opposed.*

**Clerk**

- Chief Deputy Clerk, replacement, NR 12, Job Requisition 108/13  
*Commissioner Price Johnson moved to approve Job Requisition #108/13. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Subject/Description: Administrative Services (cont from 11/13/13)**

**Attachment:** none

**Discussion:** The Board authorized the Human Resources Director to reconcile any personnel issues in the Facilities Department in order to move forward and take action on Administrative Services.

**Subject/Description: Policy Manual Review (cont from 10/16) – Postponed**

**Attachment:** yes

**Action Requested:**

**Follow up:**

**Human Services  
Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, December 18, 2013, at 10:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

<b>County Commissioners:</b>	<b>Jill Johnson, Chair</b>	<b>Staff: Pam Dill</b>
	<b>Kelly Emerson, Member</b>	
	<b>Helen Price Johnson, Member</b>	

**Staff Present: Jackie Henderson, Director**

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**Others Present:** Elaine Marlow, Budget Director

Record @ 01:39:44

**Subject/Description:** New Mental Health Provider for Island County – Sunrise Services

**Attachment:** none

**Information:** Jackie Henderson introduced the leadership team for Sunrise Services, the County's newest publically funded mental health provider. Members of the leadership team briefed the Board on the services provided.

**Assessor  
Summary Minutes**

Work Session was held between the County Commissioners and the Assessor on Wednesday, December 18, 2013, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Jill Johnson, Chair  
Kelly Emerson, Member  
Helen Price Johnson, Member

**Staff:** Pam Dill

**Present:** Mary Engle, Assessor

**Others Present:** Elaine Marlow, Budget Director

Record @ 01:57:23

**Subject/Description:** Amendment to 2014 Budget

**Attachment:** yes

**Action Requested:** Mary Engle requested a budget amendment to allow her to move \$10,000.00 in unused 2013 funds to pay for training and travel expenses for herself and the new analyst that will be hired the first of the year.

**Follow up:** Okay with full Board.

**Planning & Community Development  
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, December 18, 2013 at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Jill Johnson, Chair  
Kelly Emerson, Member - via telephone  
Helen Price Johnson, Member

**Staff:** Pam Dill

**Staff Present:** David Wechner, Director, Paula Bradshaw, Andy Griffin, Kira Swanson, Brad Johnson

**Others Present:** Elaine Marlow, Budget Director

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 229  
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Record @ 01:59:07

**Subject/Description: Fish & Wildlife Habitat Conservation Areas Update**

**Attachment:** Memorandum dated 12/12/13 from Kira Swanson, Critical Area Planner, to BOCC

**Information:** Kira Swanson presented an update on the BAS Bibliography, ongoing tasks, and the next steps in the FWHCA update process.

**Subject/Description: Planning Update**

**Attachment:** Update memo and current revenue statistics

**Information:** David Wechner provided an update on development review/code enforcement, long range planning, building and strategic planning/office management.

**Subject/Description: Noise Disclosure Statements**

**Attachment:** Memorandum dated 12/17/13 from Dave Wechner to BOCC

**Information:** Dave Wechner provided clarification of disclosure statements in ICC 9.44.050 (Airport and Aircraft Operations Noise Disclosure) and ICC 14.01B.100 (Noise Level Reduction Ordinance) currently required in the Island County Code. Both disclosures are applicable to the sale, lease, or transfer of properties in Island County within areas designated on the Airport Environs Map and the Sound Attenuation Boundary Map. Where the maps overlay both disclosure statements are required. As the County does not participate in the offer or actual sale, lease or transfer of land, it is the responsibility of property owners or their agents to provide the disclosures.

**Monthly Financial Reports  
From Auditor & Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, December 18, 2013, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Jill Johnson, Chair                      **Staff:** Pam Dill  
                                 Kelly Emerson, Member – via telephone  
                                 Helen Price Johnson, Member

**Present:** AnaMaria Nunez, LaRae Brown

**Others Present:** Elaine Marlow, Budget Director

Record Part 2 @ 00:032

**Subject: Monthly Financial Report**

**Attachment:** [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

**Health Department  
Summary Minutes**







## DECEMBER 18, 2013 – WORK SESSIONS

The County Commissioners met during Chairman's portion of Work Session on Wednesday, November 13, 2013 2:25 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

**County Commissioners: Jill Johnson, Chair** **Staff: Pam Dill**  
**Kelly Emerson, Member – via telephone**  
**Helen Price Johnson, Member**

**Staff Present: Elaine Marlow, Budget Director**

**Others Present: Jonalyn Woolf-Ivory, Executive Director Sno-Isle Libraries, Martha Anamosa, Board of Trustees, Jacquelyn DeFazio, Board of Trustees**

Record @ 01:20:42

**Subject/Description: Bond measure for Camano Island Library Capital Facility Area**

**Attachments:** draft resolution

**Information:** Jonalyn Woolf-Ivory briefed the Board on the Board of Trustees of the Sno-Isle Intercounty Rural Library District's request for a special election regarding a ballot proposition for financing of a new library facility and authorizing the incurrence of indebtedness and the issuance of general obligation bonds and the imposition of an excess levy to repay the bonds.

**Follow up:** Okay with Board to forward resolution to the Board's Monday, January 13, 2014 regular agenda.

## Commissioners Agenda Summary Minutes

The County Commissioners met during Work Session on Wednesday, December 18, 2013 at 11:45 a.m. and 2:20 p.m., and 2:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

[illegible]

**Others Present: Elaine Marlow, Budget Director**

Record @ 02:41:15

**Subject/Description: Blue & Gold Star Banner Programs**

**Attachments:** yes

**Information:** Commissioner Emerson briefed Board members on the national *Blue Star Banner Program*. She would like to see Island County participate in the program and will bring back further information at a future work session.

Record Part 2 @ 01:17:00

### Add-On

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 233  
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**Subject/Description:** Job Requisition #114/13

**Attachments:** yes

**Action Requested:**

WSU

- Administrative Assistant, increase hours from .7 to .85, Job Requisition #114/13  
*Commissioner Price Johnson moved to approve Job Requisition #114/13. The motion was seconded by Commissioner Emerson and carried unanimously.*

Record Part 2 @ 01:29:57

**Subject/Description:** Reappointment to the Sno-Isle Libraries Board of Trustees

**Attachments:** Ltr dated 11/27/13 from Jonalyn Woolf-Ivory to BOCC

**Action Requested:** Approval of reappointment to Sno-Isle Libraries Board of Trustees.

**Follow up:** Okay with full Board to move recommendation forward to Monday's agenda.

**Subject/Description:** Eligibility for Merit Pay Increase – Administrative Assistant/Position #25180511

**Attachments:** yes

**Action Requested:** Approval for Merit Pay Increase.

**Follow up:** *Commissioner Price Johnson moved to approve a 2.5 % merit increase for Employee # 25180511. The motion was seconded by Commissioner Johnson and carried unanimously.*

**EXECUTIVE SESSION ANNOUNCED**

Commissioner Johnson announced the Board would recess then meet in Executive Session at 3:00 p.m. as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The Executive Session would take place in the Administration Building, Room 218, and was expected to last approximately 1 hour with no announcement anticipated at this time in open session.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Jill Johnson, Chair

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Kelly Emerson, Member

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Helen Price Johnson, Member

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 234  
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ATTEST:

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Debbie Thompson, Clerk of the Board